



## **Little River Band of Ottawa Indians Department of Commerce Workforce Development Program**

### **1.01: Internship Program Policy/Procedure:**

**Policy:** To recruit, assist, and offer LRBOI Tribal Preference Students the work experience in an assortment of positions that are needed Tribal wide. LRBOI via its' government, enterprises, and business entities has the ability to offer the Tribal Preference College student(s) an educational internship in almost any field of study. Examples: law enforcement, accounting, legal, marketing, social work, medical, administration, construction, etc.

### **Description:**

The internship experience is designed to provide LRBOI Tribal Preference Students with the opportunity to gain supervised experience in a work setting for which academic credit is earned. Internships are valuable to LRBOI Tribal Preference Students because the internship can be included on their resume and in interviews as work experience.

LRBOI gains an opportunity to help LRBOI Tribal Preference Students by participating in the educational process and the opportunity to identify potential applicants for the future.

LRBOI gains the following benefits by offering internships:

- Interns perform functions that will assist more experienced employees
- Interns can complete special projects that would otherwise go undone
- Interns can assist on short-term assignments
- LRBOI gains access to a motivated and skilled labor pool
- Interns can be used to carry out functions during periods of peak load

### **Definition of Internship:**

The Internship Educational Grant Program (applications available through the LRBOI Commerce Department) is only open to LRBOI Tribal Preference Students that meet the following requirements:

1. Applicant must be an enrolled LRBOI Tribal Citizen and at least 18 years of age.
2. Applicant must have a 2.75 Cumulative Grade Point Average (G.P.A.).
3. Applicant must be in a degreed program at an accredited College or University.
4. Length of Internship paid by the Work Force Development Program is 240 paid hours at \$10.00 per hour.

Applicant shall only receive educational grant payment or wage being paid for Internship Program (If any wage is available). Applicant shall not receive wage in addition to educational release time. Tribal citizen employees of the Tribe and or its enterprises shall not be paid the hourly internship wage in addition to their educational release time

Students on academic or disciplinary probation will not be permitted to enroll in an internship.

### **Assignments for Interns:**

Internship tasks should be planned ahead of time, and short- and medium-term projects are better than the same assignment day after day.

It is recommended a mix of projects requiring team collaboration involving other employees and projects assigned to the intern alone, to be handled from start to finish and not too much administrative work.

Look for projects that employees may never get around to because they lack the time.

Learning objectives need to be structured so that they are result and competency based.

LRBOI will continually guide the student toward increased responsibility and learning opportunities will increase with each additional work assignment.

### **Pay for Interns:**

Pay for internships will be \$10 per hour.

As stated above, an applicant shall only receive educational grant payment or wage being paid for Internship Program (If a wage is available). Applicant shall not receive wage in addition to educational grant.

### **Length of Internships:**

All internships must be based on a minimum number of hours per week.

Full time internships are approximately 6-10 weeks.

An individual is only allowed (1) one internship per calendar year.

**Appropriate use of Interns:**

The Federal Fair Labor Standards Act (FLSA) offers several examples of acceptable training such as:

- A student shadowing a hospital nurse but provides no patient care
- A retailing student practicing ringing up purchases and making change at a simulated checkout station
- A trainee enters “worthless” data on a computer that the business will not use

Please see the Department of Commerce for other programs that may assist you during your internship such as: Internship Hosting, Career Assistance Vouchers, Employment Daycare Assistance Voucher, Vocational Rehabilitation, Employer Incentive Rebate Program, and Development & Training.

**To Directors:****Engaging Interns:**

Internships are for the benefit of the student. Interns are not to be used in place of employees. Interns will be placed in entry-level pre-professional experiences that are designed to enhance and build their skills. Generally, interns will observe the workplace, discuss with the supervisor such matters as why work is done in a certain way and suggest improvements based on their course work.

Internships are not designed to be an advantage to LRBOI and Interns are not entitled to a job at the conclusion of the internship. The purpose of the internship is to provide a learning experience. It is expected that the supervisory time required will outweigh any work performed by an intern.

Interns usually perform tasks under the watchful eye of a supervisor/employee. If an intern deals with clients or customers without a supervisor present—as a practice teacher will handle a class alone—they review proposed activities or decisions either beforehand or afterward with an employee/supervisor.

Interns will be required to acknowledge in writing that they are not an LRBOI employee, are not entitled to employee benefits, are not entitled to workers compensation, and will comply with all applicable company policies (e.g., confidentiality, illegal drugs, intoxication, safety, etc.).

Any forms required by a government agency will be completed at the beginning of the internship.

The Intern will be provided with a current detailed job description of work tasks to be performed prior to any student placement.

## **Work hours for Interns:**

Departmental functions and needs are likely to dictate whether interns will work a few hours each week during the academic year or join you for several days a week during school breaks.

### **1.02: Internship Hosting:**

To assist LRBOI Tribal Citizens who are in the Internship Program by providing them with a low or no-cost lodging opportunity so that they may fulfill their internship requirements in a safe and friendly environment. It is encouraged that LRBOI families assist the College and University students by volunteering for this program.

1. Sponsoring Host must be an enrolled LRBOI Tribal Citizen and at least 18 years of age.
2. Must provide Internship Applicant with separate room.
3. Little River Band of Ottawa Indians will pay Internship Host Families an Honorarium. It will be paid at the end of the applicants internship in the amount of \$25 per week for a maximum total of \$150.00

### **2.01: Employer Incentive Rebate Program:**

To foster and promote Tribal Citizen Employment in the service area by offering employers a 5% incentive rebate for the hiring of LRBOI Tribal Citizens and at least 18 years of age.

1. The employed Tribal Citizen(s) would have to complete 1040 hours of employment for the employer to be eligible
2. Two Employer Incentive Rebate reimbursement cycles per year
  - 2.1. June 30<sup>th</sup> & December 31<sup>st</sup>.
  - 2.2. The rebate is based on the actual hourly wage amount paid to the LRBOI Tribal Citizens.
  - 2.3. Fringe, benefits & overtime pay and hours can be used in determining the rebate amount.
  - 2.4. MI Works, OJT and other training wage funded programs can not be counted towards the rebate incentive.
3. Businesses must be pre-approved by the Commerce Department to be eligible to participate in program.
  - 3.1. Eligible applicants must be an enrolled LRBOI Tribal Citizen.
    - 3.1.1. Applicant must enroll for the LRBOI Work Force Development Program prior to job placement via the Commerce Department or coordinating Agency
  - 3.2. Eligible applicants must be a new hire to the Commerce Department approved business
  - 3.3. Approved Businesses must pay a minimum of \$8.00 per hour.

### **3.01: Development & Training**

Various training and services as needed for LRBOI Citizens pre-employment drug testing, pre-employment physicals, purchase of bus passes, procurement of drivers record, and job interviewing skills The Commerce Department will coordinate and work with Michigan Indian Employment & Training Services, Michigan Works, and any other local, state, tribal, or federal agency. The maximum amount per applicant that will be paid on their behalf to third party vendors is \$300.00 per calendar year.

Coordinate LRBOI program services with outside agency services to allow for the maximum benefit to the Tribal Citizen.

1. Applicant must be an enrolled LRBOI Tribal Citizen and at least 18 years of age.
2. Applicant must be enrolled in the LRBOI Workforce Development Program
3. Funds will be paid directly to third party vendors on behalf of the Tribal Citizen
4. Funds will only be released with proper documentation: invoices, bill, estimate, ect.

#### **4.01 Career Assistance Voucher:**

Career Assistance Vouchers can be used for supplies, tools, clothes, bus passes, and daycare but are not limited to the following. Career Assistance Vouchers are anything that reasonable assists the applicant in advancing their career via the LRBOI Workforce Development Program. The Career Assistance Voucher amount is \$200.00 per calendar year and the applicant must meet all of the following guidelines.

1. Applicant must be an enrolled LRBOI Tribal Citizen and at least 18 years of age.
2. Applicant must be enrolled in the LRBOI Workforce Development.
3. Applicant is only available for Career Vouchers once per calendar year.
4. Applicant must be a new hire.
5. Employment verification is required prior to any disbursement of funds.

#### **5.01 Employment Daycare Assistance Voucher:**

Employment Daycare Vouchers can be used to assist in removing one of the biggest barriers to sustainable employment. The Employment Daycare Voucher amount is \$250.00 per calendar year and the applicant must meet all of the following guidelines.

1. Applicant must be an enrolled LRBOI Tribal Citizen and at least 18 years of age.
2. Applicant must be enrolled in the LRBOI Workforce Development.
3. Applicant is only available for Employment Daycare Vouchers once per calendar year.
4. Applicant must be a new hire placed for employment via the partnering organizations.
5. Employment verification is required prior to any disbursement of funds.
6. Funds can only be paid to a licensed daycare provider.
7. Payment shall be made directly to the licensed daycare provider

#### **6.01 Vocational Rehabilitation:**

To assist LRBOI Tribal Citizens and family members who have disabilities gain or retain suitable employment. This is one of two cooperative resource-sharing agreements between a tribe and a state-federal vocational rehabilitation program in the country.

1. Eligible individuals must have disabilities that present substantial impediments to employment.
2. Eligible individuals must be LRBOI Tribal Citizens, family members or those economically dependent on LRBOI Tribal Citizens.
3. All services are individualized and are based on assessments of vocational potential and rehabilitation needs.
4. Services are provided pursuant to The Rehabilitation Act of 1973, as amended, and are coordinated by a Michigan Rehabilitation Services rehabilitation specialist.
5. Referrals are coordinated by the Family Services Department Director and his staff.